

Epidemiologist

Voucher Examiner (PSU) (T)

Voucher Examiner (PSU)

Telephone Operator (4 positions)

Program Management Assistant (MSM/TG Community Liaison)

Financial Clerk

Security Technician (T)

Security Technician

Research Nurse

Consular Clerk

Public Health Administrative Management Specialist (T)

Public Health Administrative Management Specialist

Financial Analyst (T)

Financial Analyst

FSN#2011/03

Epidemiologist

OPEN TO: All Interested Candidates

POSITION: Epidemiologist, FSN-12; FP-3

OPENING DATE: June 17, 2011

CLOSING DATE: June 30, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-3
Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Epidemiologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Improve capacity for regional disease surveillance activities and epidemiological investigations to improve detection and control of communicable diseases. These activities include training of medical doctors and veterinarians; establishing and maintaining scientific communication an electronic journal (OSIR); implementing projects to identify disease reservoirs, and transmission, and surveillance of communicable diseases; providing technical assistance on outbreaks; and managing programs.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) MD or Ph.D. degree in Biostatistics, Public Health, Epidemiology or Health Sciences; (2) Three years of experience in epidemiological, medical public health or managing and participating on communicable diseases surveillance activities; (3) Level IV (Fluent) speaking/reading/writing English and one other language in SEA; (4) needs to have a broad perspective and thorough knowledge of the principles and practices of epidemiologic and biomedical sciences, including research design concepts, basic statistical methods and procedures and familiarity with epidemiological aspects of communicable diseases; (5) Work experience and the ability to manage and analyze data using recognized software (e.g., EpiInfo, EpiData, Access, SAS, or SPSS).

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JUNE 30, 2011

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FSN#2011/58 (T)

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-6; FP-8, Trainee

OPENING DATE: June 24, 2011

CLOSING DATE: June 30, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 30,684 per annum (minimum starting salary)
(Position Grade: FP-8 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 362,706 per annum (minimum starting salary)
(Position Grade: FSN-6)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims and other requests for payment. Ensure the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with program officials and vendors/contractors. Verify all vouchers prior to sending for pre-certification by the lead Voucher Examiner. The incumbent may be required to work on a flexible schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Business Administration, Accounting, Finance, or related field; (2) Six months of progressively experience responsible work in financial management support; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must possess working knowledge of automated accounting and financial management concept; (5) Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: JUNE 30, 2011

FSN#2011/58

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7

OPENING DATE: June 24, 2011

CLOSING DATE: June 30, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 34,324 per annum (minimum starting salary)
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 480,003 per annum (minimum starting salary)
(Position Grade: FSN-7)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims and other requests for payment. Ensure the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with program officials and vendors/contractors. Verify all vouchers prior to sending for pre-certification by the lead Voucher Examiner. The incumbent may be required to work on a flexible schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Business Administration, Accounting, Finance, or related field; (2) One year of progressively experience responsible work in financial management support; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must possess working knowledge of automated accounting and financial management concept; (5) Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: JUNE 30, 2011

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FSN#2011/68

Telephone Operator (4 positions)

OPEN TO: All Interested Candidates

POSITION: Telephone Operator, FSN-5; FP-9

OPENING DATE: June 14, 2011

CLOSING DATE: June 30, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-9
Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Telephone Operator in its Information Resources Management Office/Switchboard (IRM/SW), located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The Telephone Switchboard Operations Center operates continuously, 24 hours a day, 365 days a year. The Telephone Operator's main concern is with the processing and handling of diplomatic, official, and emergency telecommunications. It is the responsibility of the Telephone Switchboard Operations Center's operators to provide administrative services as needed, and to serve as the primary point of contact for all internal/external embassy related business and emergencies.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's Degree in Business Administration or Liberal Arts; (2) Two years' experience as a Telephone Switchboard Operator or related office experience; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must be able to provide high level of customer service in a high pressure environment.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: JUNE 30, 2011

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FSN#2011/71

Financial Clerk

OPEN TO: All Interested Candidates

POSITION: Financial Clerk, FSN-5; FP-9

OPENING DATE: June 17, 2011

CLOSING DATE: June 30, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-9
Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Financial Clerk in its Financial Management Center, located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as one of a team of Financial Clerks in the Financial Management Center, examining petty cash vouchers and other claims for payment of goods and services. Vouchers include, but are not limited to all non-cash payments. Provides back-up to other Financial Clerks and other Voucher Examiners in the section. Reports directly to the Supervisory Voucher Examiner.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of secondary school; (2) One year's experience in secretarial or general clerical works; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Good knowledge of the operation of computer data input, PC, and Microsoft Office Applications; (5) Ability to operate a typewriter, calculator, PC, and basic office automation and good computer and typing skills.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
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Fax: 02-205-4928

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CLOSING DATE FOR THE POSITION: JUNE 30, 2011

FSN#2011/73

Program Management Assistant (MSM/TG Community Liaison)

OPEN TO: All Interested Candidates

POSITION: Program Management Assistant (MSM/TG Community Liaison), FSN-7; FP-7

OPENING DATE: June 17, 2011

CLOSING DATE: June 30, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-7
Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Assistant (MSM/TG Community Liaison) in Behavioral Research Section, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Perform as a liaison between the men who have sex with men and transgender community (MSM/TG) in Bangkok and the investigators of HPTN 067 (the ADAPT study) at the Silom Community Clinic. Duties also included organize and manage a Community Working Group (CWG) and act as the moderator of the CWG, discuss and advise on the conduct and subject of the ADAPT study, and evaluate the possible negative and positive impacts study on the community, the protection of community interests and of the human subjects participating in this research.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible

Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor degree in science, communications or other social science fields; (2) Three years progressively responsible work in HIV/AIDS or public health program management; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must have adequate knowledge (practice and theoretical) of the development of strategies and social science focusing on community involvement of high-risk population, functioning as the MSM/TG liaison for the CDC programs.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JUNE 30, 2011

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FSN#2011/74 (T)

Security Technician

OPEN TO: All Interested candidates

POSITION: Security Technician, FSN-5; FP-9

OPENING DATE: June 17, 2011

CLOSING DATE: June 30, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-9
Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Technician in its Engineering Service Center (ESC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide the repair and/or maintenance as well as installation service of unclassified technical security equipment in various designated post under the East Asia and Pacific Region including Bangkok, Chiang Mai, Phnom Penh, Vientiane and Rangoon.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) High Vocational Degree in Electronics/Electrical/Mechanical Engineering is required; (2) A minimum of four years prior experience working in major repairs and installation of electrical and heavy duty mechanical equipment, closed circuit television, alarm systems, public address and vehicle arrest systems is required; (3) Must be able to read, write, speak and comprehend English at Level III (good working knowledge); (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment; (5) Must be able to drive and possess a valid Thai’s driver license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF DRIVER LICENSE.

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CLOSING DATE FOR THE POSITION: JUNE 30, 2011

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FSN#2011/74

Security Technician

OPEN TO: All Interested candidates

POSITION: Security Technician, FSN-6; FP-8

OPENING DATE: June 17, 2011

CLOSING DATE: June 30, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-8
Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Technician in its Engineering Service Center (ESC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide the repair and/or maintenance as well as installation service of unclassified technical security equipment in various designated post under the East Asia and Pacific Region including Bangkok, Chiang Mai, Phnom Penh, Vientiane and Rangoon.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) High Vocational Degree in Electronics/Electrical/Mechanical Engineering is required; (2) A minimum of five years prior experience working in major repairs and installation of electrical and heavy duty mechanical equipment, closed circuit television, alarm systems, public address and vehicle arrest systems is required; (3) Must be able to read, write, speak and comprehend English at Level III (good working knowledge); (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment; (5) Must be able to drive and possess a valid Thai's driver license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JUNE 30, 2011

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FSN#2011/75

Research Nurse

OPEN TO: All Interested Candidates

POSITION: Research Nurse, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: June 24, 2011

CLOSING DATE: July 7, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)
Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Research Nurse in the Department of Virology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

BASIC FUNCTION OF POSITION:

Participate in designing, planning and execution of clinical research to support infectious disease surveillance and clinical trials to support product licensure by the U.S. Food and Drug Administration (FDA). Serve as the principal agent to compile, organize and maintain regulatory documents relating to research conducted in coordination with collaborators.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor of Sciences in nursing (licensed registered nurse); (2) Four years of nursing experience, of which two years have been spent specifically as a research coordinator involved in the conduct of clinical research; (3) Must be knowledgeable in Good Clinical Practices (GCP) and concepts of Quality Control and Assurance (QC/QA); (4) Level IV(Fluent) speaking/reading/ writing Thai and English; (5) Must have fundamental knowledge on computer systems and information management.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
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E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT AND LICENSED REGISTERED NURSE

****PLEASE DO NOT ATTACH PHOTO, IF YOUR PHOTO IS ATTACHED YOUR APPLICATION WILL NOT BE CONSIDERED****

CLOSING DATE FOR THE POSITION: JULY 7, 2011

FSN#2011/77

Consular Clerk

OPEN TO: All Interested Candidates

POSITION: Consular Clerk, FSN-5; FP-9

OPENING DATE: June 24, 2011

CLOSING DATE: July 7, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-9
Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Consular Clerk, located at Wichayanon Road, Chiang Mai.

BASIC FUNCTION OF POSITION:

Performs tasks required for Nonimmigrant Visa (NIV) and routine American Citizen Services (ACS) processing, including applicant intake; application review and screening; data entry, photo capture, and fingerprint collection; printing and quality control; and preparing printed products and information packets for return to applicants. Maintains consular section records in accordance with Department instructions. Assists with public diplomacy and public information duties, including managing post's relationship with Summer Work Travel (SWT) program recruiting agencies.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Level IV (Fluent) speaking/reading/writing in English and Thai; (3) Must be able to type quickly and accurately (4) Able to use a variety of office machines (particularly computer program and peripherals such as scanners, printers, and digital camera. (5) Must be familiar with Microsoft office software i.e. Word, Excel.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JULY 7, 2011

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FSN#2011/78 (T)

Public Health Administrative Management Specialist

OPEN TO: All Interested Candidates

POSITION: Public Health Administrative Management Specialist, FSN-11; FP-4 (Trainee)

OPENING DATE: June 24, 2011

CLOSING DATE: July 7, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-4
Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Public Health Administrative Management Specialist in Behavioral Research Section, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Oversees the day-to-day management, administrative, financial and program coordination functions in support of a broad range of agency-funded HIV/AIDS research program activities that are implemented by specific program offices, branches or programmatic teams.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Master of Science in Public Health, Master of Public Administration, Master of Business Administration, Master of Public Health or Health Policy; (2) Two years of progressively responsible administrative experience in a public health field or a health-related international development organization of which one year of experience at the managerial level that includes direct supervision of staff; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) A thorough knowledge in financial management, human resources, procurement and contracting; (5) Ability to plan budget expenditures.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JULY 7, 2011

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FSN#2011/78

Public Health Administrative Management Specialist

OPEN TO: All Interested Candidates

POSITION: Public Health Administrative Management Specialist, FSN-12; FP-3

OPENING DATE: June 24, 2011

CLOSING DATE: July 7, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-3
Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Public Health Administrative Management Specialist in Behavioral Research Section, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Oversees the day-to-day management, administrative, financial and program coordination functions in support of a broad range of agency-funded HIV/AIDS research program activities that are implemented by specific program offices, branches or programmatic teams.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Master of Science in Public Health, Master of Public Administration, Master of Business Administration, Master of Public Health or Health Policy; (2) Three years of progressively responsible administrative experience in a public health field or a health-related international development organization of which two years of experience at the managerial level that includes direct supervision of staff; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) A thorough knowledge in financial management, human resources, procurement and contracting; (5) Ability to plan budget expenditures.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JULY 7, 2011

FSN#2011/79 (T)

Financial Analyst

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Financial Analyst, FSN-9 (Trainee)

OPENING DATE: June 24, 2011

CLOSING DATE: July 7, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Financial Analyst in the U.S. Agency for International Development (USAID)/ Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the financial management expert and the Regional Controller's representative to Technical Teams for the regional and bilateral programs in Regional Development Mission for Asia (RDMA), Vietnam, and East Timor. The Financial Analyst also analyzes the institutional financial management, internal control, and audit capabilities of host country government ministries and local Non-Governmental Organizations (NGOs). The Financial Analyst periodically travels to project sites to provide assistance. RDMA and client post have an operational year budget of approximately \$200 million.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in accounting with a Certified Public Accountant (CPA); (2) At least four years of progressively responsible experience in auditing or accounting; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Must have a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting, and reporting.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: JULY 7, 2011

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FSN#2011/79

Financial Analyst

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Financial Analyst, FSN-10

OPENING DATE: June 24, 2011

CLOSING DATE: July 7, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Financial Analyst in the U.S. Agency for International Development (USAID)/ Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the financial management expert and the Regional Controller's representative to Technical Teams for the regional and bilateral programs in Regional Development Mission for Asia (RDMA), Vietnam, and East Timor. The Financial Analyst also analyzes the institutional financial management, internal control, and audit capabilities of host country government ministries and local Non-Governmental Organizations (NGOs). The Financial Analyst periodically travels to project sites to provide assistance. RDMA and client post have an operational year budget of approximately \$200 million.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in accounting with a Certified Public Accountant (CPA); **(2)** At least five years of progressively responsible experience in auditing or accounting; **(3)** Level IV (Fluent) speaking/reading/writing in English and Thai; **(4)** Must have a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting, and reporting.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
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CLOSING DATE FOR THE POSITION: JULY 7, 2011

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